



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

| SECTION 1: DESCRIPTION | | | |
|--|--|---|--|
| General Tracking | | Contract Terms | |
| FILE ID#: 23-2054 | RFP, BID, QUOTE OR RENEWAL #: 22-107-HR | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$645,095.00 |
| COMMITTEE: FINANCE | TARGET COMMITTEE DATE: 06/13/2023 | PROMPT FOR RENEWAL: 6 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$645,095.00 |
| | CURRENT TERM TOTAL COST: \$645,095.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: OnActuate Consulting U.S. Inc. | VENDOR #: 41893 | DEPT: Human Resources | DEPT CONTACT NAME: MarGaret Mason-Ewing |
| VENDOR CONTACT: | VENDOR CONTACT PHONE: | DEPT CONTACT PHONE #: 630-407-6300 | DEPT CONTACT EMAIL: 630-407-6301 |
| VENDOR CONTACT EMAIL: | VENDOR WEBSITE: | DEPT REQ #: | |
| Overview | | | |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). See attachment | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished See attachment | | | |

| SECTION 2: DECISION MEMO REQUIREMENTS | |
|---------------------------------------|--|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. |
| DECISION MEMO REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. |
| RENEWAL OF RFP | |

| SECTION 3: DECISION MEMO | |
|-------------------------------------|--|
| STRATEGIC IMPACT | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE |
| SOURCE SELECTION | Describe method used to select source. The County issued a Request for Proposal - 22-107-HR |
| RECOMMENDATION AND TWO ALTERNATIVES | Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). See Attachment |

| SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION | |
|---|---|
| JUSTIFICATION | Select an item from the following dropdown menu to justify why this is a sole source procurement. |
| NECESSITY AND UNIQUE FEATURES | Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. |
| MARKET TESTING | List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. |
| AVAILABILITY | Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. |

| SECTION 5: Purchase Requisition Information | | | |
|---|---------------------|--|---|
| Send Purchase Order To: | | Send Invoices To: | |
| Vendor: OnActuate Consulting U.S. Inc. | Vendor#: 41893 | Dept: Human Resources | Division: N/A |
| Attn: | Email: | Attn: Human Resources | Email: dpchumanresources@dupageco.org |
| Address: 10900 NE 4th Street, Unit 2300 | City: Bellevue | Address: 421 N. County Farm Road | City: Wheaton |
| State: WA | Zip: 98004 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-407-6300 | Fax: 630-407-6301 |
| Send Payments To: | | Ship to: | |
| Vendor: | Vendor#: | Dept: Same | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: | City: | Address: | City: |
| State: | Zip: | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Aug 1, 2023 | Contract End Date (PO25): Jul 31, 2024 |
| Contract Administrator (PO25): MarGaret Mason-Ewing | | | |

| Purchase Requisition Line Details | | | | | | | | | | | |
|---|-----|-----|----------------------------|----------------|------|---------|------|-----------|-----------------------------|-------------------|---------------|
| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/ Activity Code | Unit Price | Extension |
| 1 | 1 | EA | N/A | Implementation | FY23 | 6000 | 1225 | 54107 | N/A | 430,064.00 | 430,064.00 |
| 2 | 1 | EA | N/A | Implementation | FY24 | 6000 | 1225 | 54107 | N/A | 215,031.00 | 215,031.00 |
| FY is required, assure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 645,095.00 |

| Comments | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. This contract purchase order is to provide SaaS Implementation services per RFP# 22-107-HR for a contract total not to exceed \$645,095.00. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement

Decision Memo

Payroll Software and Outsourcing

In 2014, the County purchased new financial software system, Infor, for the Finance Department. As a part of the initiative, HR has utilized this system for over eight (8) years. The current Infor system the County is using is due to sunset in 2026. Infor will be moving to a new cloud-based delivery platform. Infor has notified current users that the move to the cloud-based platform will require a whole new implementation. With this significant change on the horizon, administration took this opportunity to propose that the County move to a true payroll/benefits/human resources information processing system.

The past 8 years have been a challenging in the current system. Navigating a software not designed for payroll has resulted in the maintaining of multiple systems that require multiple interfaces, the extensive use of Excel spreadsheets, both within the County and in other departments, manual/dual entry of data (e.g., open enrollment). There has been no true automation of work processes from this system such as electronic documents, time and attendance management, employee self-service and manager self-service. Additionally, HR has experienced the same challenges in staffing. There are currently no backup payroll processing personnel in the County outside of the Human Resources Department.

In September of 2022, Human Resources team in collaboration with Finance, Treasurer's Office, and Information Technology, drafted and published two (2) RFP's; one for payroll software and another for payroll/benefits outsourcing services. Bids closed in early January at the request of some vendors, the bid was open for an extended time to give vendors additional time to put together their proposals. The County received eleven (11) proposals for either software and/or outsource services. Of the eleven (11) submittals, seven (7) were invited in for half-day demonstrations in March and April. The selection committee included representatives from HR, Treasurer's Office, Finance, Information Technology, the Chief of Administration, and the Health Department. The group has selected and recommends OnActuate/Ceridian. The purchase will include the annual access to the following components:

- Payroll Processing Support
- Payroll Automation
- Position Management (Recruitment/Hire to Retire)
- Payroll software Cloud-based
- Time and Attendance management
- Benefit Self-Service and online enrollment
- Employee Self-Service

Approval for both new payroll processing system and payroll processing assistance is being requested. This would allow the County: a) best in class software, b) payroll processing support for the Human Resources Department, as we are challenged with hiring/retaining staff, and c) obtaining self-service components that are currently manual and paper-driven to include time and attendance tracking. The hybrid of payroll software will include Employee Self-Service, and Benefit Self-Service.

The recommendation before Committee and Board is for a hybrid service that will include the software and the payroll processing support. Additionally, the purchase of a system that is a dedicated payroll/benefit processing system will allow the County to eliminate numerous ancillary payroll systems. It is HR's intent to discontinue the use of all other payroll processing software (e.g. Kronos, PowerTime, Time and Attendance (TAS) system, Sheriff's in-house system). Additionally, the County will no longer use NEOGOV recruitment system, as the chosen vendor will allow for the management of personnel from "hire to retire". The total annual savings of eliminating these ancillary systems is approximately \$200,000 per year (NEOGOV, ancillary payroll systems and hardware).

A part of the RFP included the decision by the Health Department's leadership, that the payroll function will be moved into their HR department. Given that the Health Department is a separate FEIN entity and combining the two payrolls has led to significant challenges with the IRS and submission of payroll tax payments, this is the ideal time to make the change. Both the County and Health Department's leadership teams believe this is the opportune time to make this change.

Ceridian's Dayforce HCM application will provide the County with a modern cloud-based solution with payroll, time management, benefits, recruiting, onboarding, and HR functions in one centralized, real-time platform. Dayforce provides a secure single sign-on (SSO) authentication method, robust application security, and an Open API to facilitate complex integrations. The system has a vast catalog of out-of-the-box reports but will also allow the County to create custom reports tailored to our organization. This new system is user-friendly, easy to use, and will save the County considerable time processing payrolls.